Alternative Energy
Department of Chemical Engineering

Graduate Handbook

2012-2013

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REQUIREMENTS FOR THE MASTER OF SCIENCE IN ALTERNATIVE ENERGY

1. BACKGROUND COURSES

Basic Sciences

All students who intend to enroll in the Master of Science program in Alternative Energy should have received a Bachelor’s degree in engineering or science. The Master of Science in Alternative Energy is independent of the existing Master of Science in Chemical Engineering; students in the Chemical Engineering program must be formally accepted by the Alternative Energy program to pursue a Master’s degree therein. Entering students must have completed two-semester courses in general chemistry, general physics, and calculus, in addition to one-semester courses in differential equations and thermodynamics, or their equivalents. Students deficient in these academic preparations will be required to take remedial courses in addition to the degree requirements described below.

Master of Science with Thesis (Plan A)

Students in Plan A must earn a minimum of 30 credit hours, at least 18 of which should be attributed to the 400-level courses identified on page four. The balance of the credit-hour requirement can be satisfied through independent reading (no more than 4 credit hours) and thesis research (at least 6 credit hours), culminating in a Master’s thesis.

Master of Science without Thesis (Plan B)

Students in Plan B must earn a minimum of 32 credit hours of coursework acceptable as graduate credits, at least 18 of which should be attributed to the 400-level courses identified below and no more than 4 through independent reading. Alternatively, students may opt for industrial internship (1 credit hour), for which a final essay must be submitted as a part of their degree requirements. In addition to coursework and the essay, all Plan B students must pass a comprehensive oral examination as part of the degree requirements.

Coursework Requirements

To fulfill the credit-hour requirements, students should include a minimum of three core competency courses for Plan A, and at least four for Plan B, of which at least one must be selected from ERG 458, 460, and 464. The courses identified below provide core competency in alternative energy, and the balance of the coursework requirement can be satisfied by taking technical electives listed as follows. With prior approval by the Program Director of Graduate Studies, equivalent graduate-level courses will be accepted, and up to two undergraduate equivalents can be accommodated at three credit hours each.
Core Courses Competency in Alternative Energy:

ERG 441 Advanced Transport Phenomenon
ERG 458 Electrochemical Engineering and Fuel Cells
ERG 460 Solar Cells
ERG 464 Biofuels
ERG 465 Thermochemical Biomass Conversion
ERG 466 Nuclear Science & Technology I (offered alternate Fall semesters)
ERG 485 Thermodynamics & Statistical Mechanics

Technical Electives:

ERG 413 Engineering of Soft Matter
ERG 430 Organic Electronics
ERG 454 Interfacial Engineering
ERG 469 Biotechnology and Bioengineering
ERG 486 Polymer Science and Engineering
CHE 400 Applied Boundary Value Problems
CHE 488 Energy for the 21st Century
CHM 456 Chemical Bonds: From Molecules to Materials
CHM 462 Biological Chemistry
ECE 423 Semiconductor Devices
ME 451 Crystallography & X-Ray Diffraction
ME 481 Mechanical Properties of Solids
OPT 407 SEM Practicum
PHY 420 Introduction to Condensed Matter Physics
ERG 491 Independent Reading (at most 4 credit hours)
ERG 494 Industrial Internship (1 credit hour)
ERG 495 Master’s Thesis Research

2. MASTER OF SCIENCE DEGREE PROGRAMS

The faculty advisor and the Dean for Graduate Studies must approve all Master of Science programs. The Master of Science degree may be earned with or without writing a thesis; the general requirements for the degree are described in the University of Rochester’s Graduate Studies Bulletin, which all students are encouraged to read. Graduate students have the option to complete the MS degree with a thesis (Plan A) or coursework-only non-thesis (Plan B). Most part-time students choose the non-thesis option (Plan B). Full time students receiving a stipend must complete a thesis (Plan A) unless the research advisor and the Graduate Committee approve the Plan B program.
MS Degree Maximum Time of Completion*

A candidate must complete all the requirements for the master’s degree within five years from the time of initial registration for graduate study, and must maintain continuous enrollment for each term after matriculation. Students who for good reason have been unable to complete a program within five years may, upon recommendation by the faculty advisor and department chair, petition the associate dean for an extension of time. Such extension, if granted, will be of limited duration.

* All categories including “Leave of Absence” count towards the time limit

3. TA REQUIREMENT
All graduate students are required to TA. TAs need to register for ERG 497 “Teaching Alternative Energy” with zero credits. Satisfactory performance is expected in each TA assignment, as will be acknowledged on the academic transcript.

4. RESEARCH SEMINAR REQUIREMENT
All M.S. students are required to register for the Chemical Engineering Departmental Seminar Series (CHE 496) for the first four semesters in residence. The department chairperson should be indicated as the instructor for the course with zero credit hours. Grading for this course is based on attendance. The dates and times of the seminars are posted on the departmental web page, announced via e-mail, and published in the University of Rochester’s events calendar. Attendance of at least four seminars per semester will result in a grade of A. The grade will drop one letter grade for each seminar missed below four.

5. EVALUATION: RESEARCH PROGRESS REVIEW (RPR)
In order to evaluate student’s research performance, all students pursuing a M.S. Plan A degree are required to submit the Research Progress Review (RPR) at the conclusion of every semester (Fall and Spring). At the same time, faculty advisors will inform the graduate studies committee of student’s research progress and include recommendations for the following semester. After all forms have been submitted to the Graduate Program Coordinator, the graduate committee will review students’ academic records and research accomplishments within the concluding semester. A full report will be submitted to the Graduate Studies Office.

6. PROGRAM OF STUDY
A faculty advisor will generally be named for each student by the end of the first semester. The advisor assists the student in developing a complete program of study for the anticipated degree. Each program and all subsequent changes must be approved by the student’s advisor and the associate dean for graduate studies. Students who take courses without the approval of the advisor and the associate dean, or without registering for them, may not receive credit toward their degree requirements.

Master’s degree programs must be filed no later than the date specified by the college.
Master’s Student Expectations and Responsibilities

This page outlines the principles governing graduate education in Arts, Sciences and Engineering at the University of Rochester. This can also be found online http://www.rochester.edu/college/gradstudies/policies/masters.html.

Graduate Student Policies and Procedures

Policies and procedures governing graduate students at the University of Rochester can be found in the Graduate Bulletin (http://www.rochester.edu/GradBulletin). Additional policies for graduate students in Arts, Sciences and Engineering (AS&E) can be found on the AS&E Graduate Studies website (http://www.rochester.edu/college/gradstudies/policies). Students should discuss departmental or program-specific policies with their program Director of Graduate Studies (DGS). Students should be aware of and comply with all university, AS&E and departmental policies governing their program.

Master’s Student Expectations

As with most worthwhile endeavors, success in graduate study cannot be guaranteed and often depends on the mutual efforts of faculty and student. Master’s students may reasonably expect the following support in their program. The exact way in which these goals may be met can vary, depending on the program and the department.

- **Resources**: to receive appropriate resources, including reasonable access to appropriate course offerings to meet the student’s approved program of study and facilities to allow the student to complete the program.
- **Guidance**: to receive advice and direction regarding the student’s academic program.
- **Expectations**: to be informed of the expectations, including timelines, for the successful completion of any potential non-course duties, such as research projects, teaching assignments, and thesis work.
- **Evaluation**: to receive timely and fair assessment of the student’s work, including course work, program exams and (potentially) research and teaching assignments.
- **Support services**: to be provided with professional and personal development support services if requested, such as those offered by the Career Center, Disability Services, Learning Assistance Services and access to English as a Second Language Instruction (for a fee), that enhance the student’s professional and academic experience.
- **Professional development**: to be provided with opportunities to attend colloquia and seminars and, in appropriate cases, to publish the student’s research.
- **Non-discrimination and non-harassment**: to be treated in a fair, impartial, and professional manner in all dealings in accordance with university policies governing discrimination and harassment (as per the University of Rochester Policy Against Discrimination and Harassment: http://www.rochester.edu/working/hr/policies/pdfpolicies/106.pdf).
• **Collegiality:** to have a collegial, welcoming environment in which to pursue the student’s graduate studies, where students are respected as valuable members of the community.

• **Fair treatment:** to be given appropriate credit for the student’s work and provided clear guidelines on authorship, data ownership and research practices when engaged in joint research projects.

• **Conflict of interest:** to receive appropriate instruction about conflicts of interest so the student can avoid being placed in a situation that creates a conflict of interest (see the UR Guidelines on Research Integrity and Conflict of Interest for Graduate Students Policy: http://www.rochester.edu/provost/COI_Guidelines_Grad_Students_and_Postdocs_Final_5-28-09.pdf).

• **Policies:** to receive guidelines on academic policies and procedures, as found in the Graduate Bulletin (http://www.rochester.edu/GradBulletin), on the AS&E Graduate Studies website (http://www.rochester.edu/college/gradstudies/policies) and provided by the student’s program.

• **Feedback:** to be provided feedback on performance and given clear guidelines on the required areas of improvement when performance is deemed poor and the student is in jeopardy of being removed from the program.

• **Appeal:** in ways prescribed by University policies, to have the opportunity to petition for an exemption to an existing policy, to appeal decisions related to policies and procedures, and to issue a complaint when standards of fairness may have been violated.

**Master’s Student Responsibilities**

Master’s students are responsible for working towards completion of their degree programs in a timely manner. It is the student’s responsibility to ensure continued progress of his or her academic program. Students have a responsibility for the following aspects of their program.

• **Timeframes:** to work effectively towards completion of the degree in a timely manner.

• **Academics:** to successfully complete a program of study consisting of either 30 or 32 credit hours, as specified by the departmental requirements.

• **Thesis (for Plan A students only):** to discover and pursue a unique topic of research in order to construct new knowledge.

• **Integrity and ethics:** to assume the highest integrity and maintain ethical standards in all aspects of the student’s work, including course work and research, especially in the tasks of collecting, analyzing, and presenting research data and in writing reports or essays. Special care should be taken to follow guidelines established by the University's independent review boards for research, such as the Research Subjects Review Board (RSRB) (http://www.rochester.edu/rsrb/).

• **Laboratory notebooks:** where applicable, to maintain detailed, organized and accurate laboratory notebooks and records. When a student leaves the lab, the notebook and all research data remain the property of the laboratory.

• **Teaching:** where applicable, to take teaching duties seriously and to use all teaching experiences to enhance the student’s effectiveness as an instructor.
• **Work environment:** to help maintain a clean and safe work environment, including, but not limited to classroom spaces, laboratory spaces and common spaces.

• **Collegiality:** to promote collegiality and a welcoming environment in all aspects of the student’s program, ensuring that all students, faculty and staff are treated with respect.

• **Familiarity with policies:** to take responsibility for keeping informed of and complying with regulations and policies and to complete all required paperwork and other degree obligations in a timely fashion (policies and important deadlines - http://www.rochester.edu/college/gradstudies/current/). Note that individual programs may have additional policies, and it is the student’s responsibility to understand and comply with these policies as well.

• **Effort:** to devote full time and effort towards completing degree requirements (for full-time students). Students are expected to be on campus and completing degree requirements during the academic semester. Students away from campus for an extended period during any academic semester (e.g., for field research) must register in Absentia for the semester.

• **Employment:** not to simultaneously be employed full-time while maintaining full-time student status, unless it is an internship related to the student’s academic program and supported by the student’s advisor, the program Director of Graduate Studies and the Dean of Graduate Studies. International students must discuss with the International Services Office (ISO) any special rules and regulations for internships and part-time employment.
RESPONSIBILITIES OF TEACHING ASSISTANTS

SUPERVISED COLLEGE TEACHING

As part of educational experience, all students are expected to provide undergraduate teaching assistance during their program of study. Students must register for ERG 497 “Teaching Alternative Energy”.

Expectations and Responsibilities of TAs:
1. TAs should be polite, courteous, and respectful to all students.
2. TAs should have 2 hours/week of office hours, at a time that is convenient for the students in the course.
3. TAs are not expected to be available to answer students’ questions outside of office hours.
4. Students in courses are expected to observe the above restrictions on office hours.
5. TAs should be prepared to answer questions on the material being presented in class.
6. TAs share in the grading of homework and examinations.
7. TAs should grade and return homework assignments within a week after the due date of the assignments.
8. The department, if requested, will provide each graduate student with the opportunity to make classroom presentations.
9. TAs should register for ERG 497 “Teaching Alternative Energy” for zero credit. Satisfactory performance is expected in each TA assignment, as will be acknowledged on the academic transcript.
GRADUATE STUDENT RESIDENCY, VACATIONS, 
AND LEAVE OF ABSENCE
(Approved 8/29/01)

General Guidelines and Principles

Graduate students are expected to be in residence the entire calendar year. Students must recognize that the periods when classes are not in session are the ideal times to devote to research and should plan to spend as much of that time as possible in productive research.

The need to take reasonable time off for vacation and time away from the academic program is recognized. However, graduate students should expect to take off no more than 10 working days per year. Such periods should be carefully arranged far in advance with the research advisor, a full semester or six months in advance is not too early. Graduate students need to be cognizant of all possible deadlines for manuscripts, abstracts, proposals, grant reports, and academic requirements such as TA assignments and the qualifying exam so that any vacation time does not adversely affect fulfilling these obligations.

If it becomes absolutely necessary for students to take leaves of absence for any time longer than a normal vacation period, they should not expect their stipends to continue while they are away. Such leaves must be approved, far in advance, by the student’s research advisor and should be considered a special privilege that is not generally available.

This policy is not intended to change the academic environment that we have into a workplace. Students and faculty alike should spend as much time as they can on their academic pursuits because it is enjoyable, not because they are compelled to do so. In keeping with the academic environment, necessary flexibility in this policy may be exercised, consistent with meeting the deadlines of assignments and research results. Each faculty member may choose to enforce this policy in his research group in a way that works best for him and his students. Any variations are at the option of the faculty advisor, and students should not expect that all variations will be generally available.

Vacation Approval Form

The research advisor and the department chair make final decisions regarding when and how long students may take time off from their research. Many factors affect such decisions. The research calendar has many deadlines that must be met: proposal submissions, abstracts for presentations at technical meetings, final reports to funding agencies, etc. All these activities are the joint responsibility of the research advisor and the students in the research lab. In addition, the academic calendar imposes special constraints. For example, graduate students in their first year of residency (and in some cases beyond the first year) have an obligation to support the teaching function of the department through service as a teaching assistant. Thus, every graduate student in this situation must schedule time off when it will not conflict with these TA responsibilities.
UNIVERSITY OF ROCHESTER
Department of Chemical Engineering

APPLICATION FOR EXTENDED VACATION

Full-time graduate students are expected to discuss any vacation plans with their research supervisor. In addition, vacation days cannot be taken when they will conflict with a student’s responsibilities as a teaching and research assistant.

Full-time graduate students who plan to be away from the department for five or more consecutive days must fill out this form and obtain approvals in advance, in accordance with the schedule presented below.

For vacation periods of five to nine days (excluding weekends but including holidays), this application form must be completed at least one month in advance of departure.

For vacation periods of ten or more days, this application must be completed at least two months in advance of departure.

Failure to comply with these deadlines may result in the loss of vacation privileges as well as the loss of stipend for the period of absence.

Student Name: ____________________________________________________________

Vacation period: __________________________________________________________

Date of return to assume full time responsibility: ____________________________

Thesis Advisor: ___________________________ Date: __________________________

Department Chair: ________________________ Date: ________________________
Research Laboratory Safety Training

OSHA Required Training

To assure compliance with federal and state regulations, those working in labs or supervising lab personnel must complete EH&S laboratory safety training annually. Is your lab safety training current? You can now check your individual training history through the HRMS PeopleSoft site. Once you log in using your netid and password, select the "Self Service" option from the main menu, then select "Learning and Development" and "Training Summary". You'll see a list of the various training courses you have completed at the University.

EH&S Lab Safety Training sessions include topics to comply with the following regulations:

- OSHA (Occupational Safety and Health Administration) compliance training for the standards: Bloodborne Pathogens, Laboratory Standard, Formaldehyde Standard, Fire Safety, Gas Cylinder Safety, Personal Protective Equipment
- EPA (Environmental Protection Agency) issues for minimizing waste and disposal of regulated medical waste and hazardous waste
- General biosafety information including CDC (Centers for Disease Control and Prevention), New York State Department or Health, and Department of Environmental Conservation issues

Computer-based Laboratory Safety Training is available for staff who are unable to attend a "live" session (http://www.safety.rochester.edu/ih/ihlabhome.html). The safety training has been customized for the various University lab staff:

- Clinical Lab Personnel - training program designed only for those who process human specimens
- Phlebotomists and Clinical Study Coordinators - training program designed only for those who draw blood or coordinate clinical studies
- Research Lab Personnel - Choose the training program based on the activities in the lab. All individuals within a particular lab must complete the same training program - **You need to complete only one of the four options below. If you are not sure which one to take, the Biologicals/Chemicals/Animals covers the most information.**
  - Biologicals/Chemicals/Animals - training program designed for locations where chemicals, animals AND WHERE recombinant DNA, human specimens or infectious agents are used
  - Biologicals/Chemicals - training program designed for those locations where animals are NOT used, but where chemicals AND recombinant DNA, human specimens or infectious agents are used
  - Chemical/Physical/Animals - training program designed for those who work with chemicals and animals
  - Chemical/Physical - training program designed for those who work with chemicals and miscellaneous physical hazards are present
Environmental Health & Safety  
Laboratory Safety Training for Chemical/Animal/Physical Research Laboratories  

http://www.safety.rochester.edu/training/chemphysanimal.html

This version of the Laboratory Safety Training is intended for those staff working with chemicals and animals. We request that this training be done between 8am and 5pm Monday through Friday so that if you have questions about the content, your questions can be addressed immediately. Contact the IH Unit at ext. 5-3241.

If you work only with chemicals, please continue by doing the following (Adobe Acrobat Reader is necessary to open these files):

1. Print a copy of the Quiz and Proof of Attendance Sheet.
2. Go through the Training Program. This program should take about one hour to complete.
3. Complete the "Quiz and Proof of Attendance Sheet", answering all of the questions.
4. Forward your attendance sheet to your Departmental Chemical Hygiene Officer or Departmental Administrator who will send your sheets to EH&S (RC Box 278878) for processing.

If you have any comments or questions about this training session, please send Bob Passalugo an e-mail message (bpassalugo@safety.rochester.edu).

For those who work with human specimens or recombinant DNA, please return to the training programs page and select the version of this training designed specifically for you.

- Quiz and Proof of Attendance Sheet
- Training Program

QUESTIONS? Contact EH&S at (585) 275-3241 or e-mail questions@safety.rochester.edu
Academic Honesty Policy


The University of Rochester considers academic honesty to be a central responsibility of all students. Suspected infractions of University policies will be treated with the utmost seriousness. Suspected graduate academic misconduct will be reported to the department chair and associate dean for graduate studies. A common form of academic dishonesty is plagiarism. This is the use, whether deliberate or unintentional, of an idea or phrase from another source without proper acknowledgment of that source. The risk of plagiarism can be avoided in written work by clearly indicating, either in footnotes or in the paper itself, the source of any other major or unique idea which you could not or did not arrive at on your own. Sources must be given regardless of whether the material is quoted directly or paraphrased. Another form of plagiarism is the copying or obtaining information from another student. Submission of written work, such as laboratory reports, computer programs, or papers, which has been copied from the work of other students, with or without their knowledge and consent, is also plagiarism. In brief, any act that represents someone else’s work as one’s own is an academically dishonest act. A second example of academic dishonesty relates to misuse of library materials. Any act that maliciously hinders the use of or access to library materials is academically dishonest and falls under the terms of this policy. The removal of pages from books or journals disadvantages others in the academic community. Similarly, the removal of books from the libraries without formally checking out the items, the intentional hiding of materials, or the refusal to return reserve readings to the library is dishonest and harmful to the community.

There are several other forms of academic dishonesty including, for example, obtaining an examination prior to its administration or using unauthorized aids during an examination. It is also academically dishonest to knowingly falsify data or data analysis results or assist someone else in an act of academic dishonesty. A student remains responsible for the academic honesty of work submitted to the University as part of the requirements for the completion of a degree (or any other coursework taken at the University) even after the work is accepted or the degree is granted. This rule applies to students who are no longer matriculated at the University of Rochester, including those who have graduated. Ignorance of these standards is not considered a valid excuse or defense.

Judicial Process for Academic Misconduct

As indicated in the diagram on page 35, charges of academic misconduct are referred to the student’s department by the associate dean. In a school or college without departments, these matters will be handled by the school or college. Each department, interdisciplinary program, or college will have a written policy on file with the associate dean to deal with these matters and a designated group called the Department Hearing Panel (Committee on Academic Integrity at Eastman) to hear the charge. The department may utilize one of several mechanisms for hearing charges of academic misconduct. These may include a panel that consists of (1) the usual faculty group that deals with graduate student business, (2) the entire faculty of the department, or (3) a committee appointed by the department chair specifically for the purpose of hearing the academic misconduct charge. A department’s written policy may also call for graduate student representation on the panel. The Department Hearing Panel, in consultation with the associate dean and in accordance with the standards set forth in the section Fundamental Fairness above (to the extent appropriate to the circumstances—with the associate dean functioning as the “judicial officer” and the Department Hearing Panel as the “hearing team”) conducts a hearing, makes findings, and presents a recommendation to the appropriate dean or director. The dean or director then reviews the findings and recommendation, and submits them along with his or her recommendation to the University dean of graduate studies, who issues the final decision and sanction. An appeal may be made to the provost within seven days of the decision and will follow, to the extent feasible, the procedures set forth in the section Appeals above. If either the department chair or the associate dean believes that the alleged misconduct in any way involves sponsored research (including federal training grants), threatens the integrity of the scientific method, or compromises the creation of new knowledge (including original art, scholarship, and research), the matter will be referred to and will follow the procedures outlined in the Policy on Misconduct in Scholarship and Research in the Faculty Handbook.
**Academic Misconduct**

- Associate dean receives report of potential academic misconduct; reviews material and/or meets with those involved.
- Associate dean determines matter should be treated as academic misconduct.
- Refers charges to student’s department.
- Department Hearing Panel conducts hearing, makes findings, presents recommendation to the dean or director who submits them along with his or her recommendation to the University dean of graduate studies.
- University dean of graduate studies issues decision and, if appropriate, a sanction.
- Student/Victim appeals decision to the provost.
- Decision accepted.
- Decision modified.
- Decision upheld.

If alleged academic misconduct involves sponsored research, threatens the integrity of the scientific method, or compromises the creation of new knowledge, the matter will be referred to and will follow the procedures outlined in the Policy on Misconduct, Scholarship, and Research in the Faculty Handbook.
UNIVERSITY OF ROCHESTER

ARTS, SCIENCES AND ENGINEERING

Information for New Graduate Students

Our Graduate studies are focused within individual departments and programs. Visit the department websites for advice and information regarding specific programs and policies. All full-time students must complete the Health Insurance Selection Process by June 30th every year.

CREDENTIALS

Each entering student must eventually provide all documents requested in the application form (even when an offer is made prior to receipt of all such documents). These include transcripts and three letters of recommendation. Graduate admission is, in addition, contingent upon completion of the requirements for a Bachelor’s degree, or equivalent, unless an exception is explicitly noted in the letter of appointment.

The following materials were not requested with the application, but must be received:
- Supplementary or final transcript, including certification of the completion of any degrees
  (by 12/31/2012)
- Health History Form (which will be mailed to you upon receipt of your acceptance of our offer)

New York State Public Health Law #2165 requires that all full-time and part-time students enrolled for at least six credit hours per semester (or 4 quarter hours per quarter), born on or after January 1, 1957, attending a college or university in New York State, must provide evidence of immunity to Measles, Mumps, and Rubella. The law also mandates that full time students indicate receipt of information about Meningococcal disease and the availability of a vaccination for students. Students from countries where tuberculosis is endemic must be screened for TB using a PPD test. The University of Rochester also requires a tetanus vaccination, preferably containing Pertussis. Students not in compliance with the immunization requirements will be withdrawn from school and required to leave campus. All of this information is included in the Health History Form packet that you will receive after accepting admission to the University. Further information about the immunization requirements is on the University Health Service website in the Student Services section.

The Immigration Reform and Control Act of 1986 requires all students receiving assistantships from the University to submit proof of their employment eligibility. Failure to complete an Employment Eligibility Verification (Form I-9) will result in termination of an assistantship.
Documents that establish both identity and employment eligibility are (a) a US passport, (b) a certificate of US citizenship, (c) a certificate of naturalization, (d) an unexpired foreign passport with attached employment authorization or (e) an alien registration card with photograph.

OR

You can prove your identity by providing a US Military Card, a state-issued driver’s license, or a state-issued ID card with a photograph that includes your name, sex, date of birth, height, weight, and color of eyes. You can establish employment eligibility by producing either an original Social Security number card (other than a card stating it is not valid for employment), a birth certificate issued by a state, country, or municipal authority bearing a seal or other certification, or by an unexpired USCIS Employment Authorization.

The Employment Verification forms (Form I-9) will be available in your Department/Program office. A departmental representative will be happy to certify it for you.

REGISTRATION

Classes begin Thursday, August 30, 2012. First-year graduate students should plan to arrive on campus at least one week before the first day of classes (especially if you are looking for housing) to allow time for consultation with departmental advisers, course selection and registration. Registration must be completed within two weeks from the first day of classes or a late registration fee will be charged.

All students holding teaching or research assistantships must register for at least nine credit hours (but not more than twelve credit hours) in order to be considered full-time. Students not holding assistantships must register for at least twelve credit hours (but not more than sixteen credit hours) in order to maintain full-time status; this also includes holders of Fellowships and Traineeships who are not teaching or department assistants.

ENGLISH LANGUAGE TESTING

All incoming graduate students whose first language is not English and who will be teaching assistants in the coming year are required to be tested for their English proficiency. Individual oral testing with a language specialist will be held on Thursday August 23, 2012. Students will sign up for a 15 minute timeframe for the testing. Students must ensure that they are on campus and available for the testing. Students whose language skills are judged to not be satisfactory will be required to take an English as a Second Language course designed specifically for International Graduate Students (at a cost of $590). This course emphasizes the acquisition of English
cultural and linguistic skills needed for clear communication in the university and career environments. Primary areas covered will be accent reduction, pragmatics (culture’s role in language), nonverbal communication, public speaking, and academic and business writing.

Strong English language skills are vital to your success in the program and to your future career. If you have any doubt about your English abilities, you are strongly encouraged to come to Rochester during the summer and take part in the University of Rochester’s 4-week Summer Intensive English Course, which will be held mid-July to mid-August, 2012 (at a cost of approximately $800). If you wish to take advantage of this opportunity to improve your English before beginning your program, please let us know as early as possible, so we can work with you to change the start date of your program.

IMMIGRATION DOCUMENTS

International students who require immigration sponsorships as an F-1 or J-1 student should return the New Student Request for an I-20/DS-2019 form to their Department/Program as soon as possible after the offer of admission has been accepted. Supporting documents may also be required, including a passport copy and proof of financial support, if needed. This form and detailed instructions can be found on the International Services Office (ISO) website. The ISO is unable to issue necessary immigration documents without complete and accurate information.

APPOINTMENTS AND AWARDS

The University of Rochester, as a member of the Council of Graduate Schools in the United States, subscribes to the Resolution Regarding Graduate Scholars, Fellows, Trainees, and Assistants. In accordance with that Resolution, “when a student accepts an offer before April 15 and subsequently desires to withdraw, the student must submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made.”

The continuity of all appointments and awards, and the eligibility for reappointment, require that the student make satisfactory academic progress. Any award can be terminated, at any time, if the academic work is regarded as unsatisfactory.
EXTERNAL WORK POLICY

Full-time students holding fellowships, assistantships, or scholarships may not accept other full-time employment.

FINANCIAL AID

Merit-based awards are provided by the academic department during the admission process, while federal and private loan funding can be obtained through the Financial Aid Office. Graduate students may borrow up to a maximum of $20,500 per academic year through the Federal Direct unsubsidized loan program. The actual amount a student is eligible to borrow cannot exceed the University of Rochester’s cost of attendance minus any other assistance received, including merit-based awards and tuition waivers provided by employers.

The application required for federal student loans is the Free Application for Federal Student Aid (FAFSA) available at www.fafsa.ed.gov. Students who have completed their application materials will be reviewed for aid eligibility. Eligibility is determined based upon planned enrollment.

Please contact the Financial Aid Office at (800) 881-8234 or visit the website at www.enrollment.rochester.edu/financialaid for additional details on loans and contact information for staff members.

SUPERVISED TEACHING

All graduate students matriculated for the PhD degree are required to perform a certain amount of teaching assistance as part of their education. Teaching experience deepens and enriches a student’s understanding of the discipline and provides invaluable professional training and is, therefore, considered to be a vital component of any PhD program. The amount and nature of the teaching varies according to Departments and Programs. This requirement is independent of whether the student is receiving a fellowship, scholarship, or assistantship, although teaching assistants will, by virtue of their assignments, automatically fulfill this requirement.

TA TRAINING

There will be an all-day TA training workshop on Tuesday, August 28, 2012. This workshop is open to all first-time teaching assistants. Please check with your specific program to see if attendance at this workshop is mandatory and, if so, plan your arrival on campus accordingly.
STUDENT HEALTH PROGRAM
www.rochester.edu/uhs

The Student Health Program for full-time students has two parts:

Mandatory Health Fee
(1) The mandatory health fee, which is paid by all full-time students through their tuition billing statement, covers the cost of visits with physicians, nurse practitioners, and registered nurses at the University Health Service (UHS), short-term psychotherapy at the University Counseling Center (UCC), health education services, and public health/disease prevention programs. The cost of the mandatory health fee is $480 per year for 2012-2013. Each year the fees are posted on the UHS website.

Health Insurance
(2) In addition to the mandatory health fee, all full-time students must have health insurance. Students can enroll in the University-sponsored health insurance plan offered through the University Health Service or remain on their own health insurance. Each year, all full-time students must complete the online Health Insurance Enrollment/Waiver Process before the start of classes to indicate their health insurance coverage. The link to this online process is in the pink Quick Links box on the UHS website. Health insurance generally covers the cost of services such as hospitalization, surgical procedures, and diagnostic laboratory tests and x-rays; the mandatory health fee does not cover these services. The benefits covered by health insurance will vary depending on the student’s insurance plan. The cost of the health insurance offered through the University Health Service is $1,956 per year for 2012-2013. Students who choose to remain on their own insurance plan can waive this portion of the fee if their insurance plan meets University standards. (The health insurance fee increase is usually within 10% each year.)

Insurance Options for Married Students: Due to the high cost of health care, it is recommended that students have health insurance coverage for their families who are with them in Rochester. Students who enroll in the University-sponsored insurance can also enroll their spouse and dependent children. Spouses who enroll in the insurance plan must also pay the mandatory health fee, which covers their visits to the University Health Service and the University Counseling Center. The cost for the spouse is the same as the cost for the students. In 2012-2013, the cost for one or more children is $3,330. Students with children may want to check Healthy New York, a program available for residents of New York State who meet eligibility criteria. For information about Healthy New York, check www.HealthyNY.com.
All non-immigrant international students and their families who are in the United States with them must comply with immigration requirements and University policies governing health insurance.

Further information about the University Health Service and health insurance for students is available on the University Health Service website.

**ESTIMATED EXPENSES**

Based on 2011-2012 financial figures, the Financial Aid Office has estimated the following support requirements for your information and planning: (Actual figures listed on immigration documents for 2012-2013 will vary slightly.)

<table>
<thead>
<tr>
<th>Item</th>
<th>ESTIMATED Cost (24 credits)</th>
<th>ESTIMATED Cost (32 credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$31,776</td>
<td>$42,880</td>
</tr>
<tr>
<td>Health Fee</td>
<td>$480</td>
<td>$480</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$1,956</td>
<td>$1,956</td>
</tr>
<tr>
<td>UHS PT Student Processing Fee</td>
<td>$30</td>
<td>$30</td>
</tr>
<tr>
<td>Activity Fee</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td>Rent</td>
<td>$9,540</td>
<td>$9,540</td>
</tr>
<tr>
<td>Utilities</td>
<td>$750</td>
<td>$750</td>
</tr>
<tr>
<td>Food</td>
<td>$4,760</td>
<td>$4,760</td>
</tr>
<tr>
<td>Books, Supplies, Personal Expenses</td>
<td>$1,075</td>
<td>$1,075</td>
</tr>
<tr>
<td>International Student Fee</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Repatriation and Evacuation Fee**</td>
<td>$10</td>
<td>$10</td>
</tr>
<tr>
<td>Total</td>
<td>$50,417</td>
<td>$61,521</td>
</tr>
<tr>
<td>Dependent Support</td>
<td>$7,000 (spouse)</td>
<td>$7,000 (each child)</td>
</tr>
</tbody>
</table>

* Health insurance is for the student. This fee can be waived if the student has his/her own insurance that meets University standards. Spouses who enroll in the health insurance pay the same fees for health insurance and the mandatory health fee as the student. The fee to cover dependent children is $3,330 in 2012-2013: this fee covers one or more children.

** Repatriation and Evacuation Insurance for Foreign Nationals. This fee is waived for students who are enrolled in the University-sponsored health insurance plan since repatriation insurance is included in the plan.